



Interoffice Memo

DATE:

PHONE:

FROM: **AUTHOR'S NAME**, Author's Title
Author's Department

TO: **RECIPIENT NAME(S)**, Recipient Title(s)
Recipient Department(s)

NOTE: This memo may be used to document 30-60-90 day progress meetings during a WPIP which memorializes the employee's improvement or lack of improvement and shall be furnished to the employee after each meeting.

SUBJECT: **WORK PERFORMANCE IMPROVEMENT PLAN 30-60-90 DAY PROGRESS REPORT, (START DATE) TO (END DATE)**

On **DATE, EMPLOYEE** received a **XX** day Work Performance Improvement Plan (WPIP) for failing to meet job standards in **CATEGORY** due to **SUMMARY OF ISSUES**. On **DATE**, a **30-60-90 DAY** progress meeting was held with **EMPLOYEE** to discuss his/her progress during the WPIP.

We have held bi-weekly meetings since the initiation of the WPIP. We met on **DATE**, and **DATE**, to discuss your performance in the following areas:

1. CATEGORY

Standard and Expectations

State department standard, your expectation of the employee.

Progress: BELOW OR MEETING Standards

State how employee is progressing.

2. CATEGORY

Standard and Expectation

State department standard, your expectation of the employee

Progress: BELOW OR MEETING Standards

State how employee is progressing.

I am sure that with continued effort on your part you can achieve the standard of performance we both desire within the 60 day **(or time period)** as mentioned in the Work Performance Improvement Plan memo of **indicate date issued**.

A copy of this memorandum will be placed in your personnel file.

WORK PERFORMANCE IMPROVEMENT PLAN 30-60-90 DAY PROGRESS REPORT
DATE

I HEREBY ACKNOWLEDGE RECEIPT OF THIS MEMO:

Employee

Date

cc: Department Contacts (e.g. Mary Doe, Administrative Manager)
Human Resources Officer (if appropriate)
Department File (if appropriate)
Official Personnel File (if appropriate)